

STATEWIDE
Arizona Air National Guard
Active Guard/Reserve (AGR) Announcement
JOINT FORCES HEADQUARTERS/HRO
5636 East McDowell Road, Bldg M5710
Phoenix, Arizona 85008-3495
PHONE (602) 629-4826: DSN 853-4826
WEBSITE: //dema.az.gov/azng-human-resources

ANNOUNCEMENT NUMBER:
17-394A

OPENING DATE:
25-Sep-2017

CLOSING DATE:
15-Dec-2017

POSITION TITLE, SERIES, GRADE AND POSITION NUMBER:
SECURITY FORCES CRAFTSMAN, FULLTIME AGR, E-7/MSgt, MilPos#:09894761L - Start Date: 01 Nov 2017

****Applicants who currently possess a military grade one grade level higher than above posted grade level may be considered for this vacancy. If an over graded applicant is selected they must be reduced in grade prior to being accessed into this position. Applying for and accepting a lower graded military position is considered a voluntary reduction in grade. IAW ANGI 36-2503, an applicant must submit in writing their willingness to be administratively reduced in grade and submit this letter with their application package.****

APPOINTMENT FACTOR:
OFFICER ☐ ENLISTED ☒

AFSC:
3P071

ASVAB:
G: 33

LOCATION OF POSITION: 161st Air Refueling Wing, Phoenix, Arizona

AREA OF CONSIDERATION: This position is the Active Guard and Reserve Force and is **open to current members of the (All Units), Arizona Air National Guard.** Individual selected will receive an Active Duty Title 32 Tour with the Arizona Air National Guard. In order to be considered for this position applicants must meet minimum qualifications. **PCS funds are authorized.**

NOTE: This position is subject to rotating shifts, night shifts, and weekends/holidays.

INSTRUCTIONS FOR APPLYING:

Applications must be submitted following the instructions on this announcement. Incomplete applications will not be processed. Written explanation is required for any missing documents. The following items are mandatory for all AGR announcements:

- **NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position.**
- **Detailed Resume**
- **AZNG Forms 335-2-R, Knowledge, Skills and Ability Supplement**
- **Current Report of Individual Personnel (RIP). RIP can be obtained from the servicing Military Personnel Flight (MPF). In lieu of a RIP, applicant may provide a printout from the Virtual MPF (vMPF). Select 'Record Review' and then 'Print/View All Pages'. For Enlisted Members, documents MUST show your ASVAB scores.**
- **Copy of current Fitness Test scores, if exemptions exist please include the AF 469. Must be within 12 months.**

Copy of AF Form 422, Physical Profile Serial Report and DD Form 2992 (for flight status), Flight Physical. (Both forms must be current within 12 months) This form can be obtained from your Wing Clinic.

The following documents are not required but strongly recommended for validation of experience/education:

- **Letter of verification of Security Clearance from local Security Manager.**
- **AZ Form 34-1, Arizona AGR Application Supplement**
- **AZNG Form 335-1-R, Military Brief**

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be postmarked No Later Than the closing date on this announcement. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for individuals who are deployed or assigned OCONUS. Please send electronic package, including a copy of deployment orders, by clicking the "Contact Us" link on the Dema.az.gov website then clicking AZNG Human Resources Office link. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

NATIONAL GUARD REQUIREMENTS:

1. Must be in compliance with physical fitness, height, weight, and body fat measurement standards as listed in AFI 36-2905.
2. If selected member is pregnant, orders may commence as long the member can safely perform duties within the restrictions of the AF 469 and with chain of command approval.
3. If required, we will initiate an investigation for a security clearance. Unfavorable results will be cause for your immediate separation.
4. Individuals who cannot obtain 20 years of Active Federal Service prior to reaching mandatory retirement, age 60 for enlisted personnel, or mandatory separation date for officers and those within their first 24 months of an AGR assignment or reassignment must submit a Statement of Understanding prior to the closing date of this announcement. If selected you must submit a Waiver for Exceptional Circumstances through the HRO remote to the HRO for approval. Waivers must justify why it is in the best interest of the unit, State, or Air National Guard.
5. You must meet eligibility requirements of AFI36-2101 Classifying Military Personnel (Officer and Enlisted) and ANGI 36-101 (The Active Guard/Reserve Program).
6. Applicants for E-8 positions must have the ability to complete Senior Noncommissioned Officer Academy within 36 months of assignment IAW para 2.20.1 of ANGI 36-2101.
7. Individuals selected for Control Grade positions are subject to Control Grade availability.

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (NGB Form 34-1) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Knowledge of law enforcement and anti-terrorism theories, principles, methods, techniques, and practices to establish policies and procedures and administer a comprehensive security/law enforcement protection program.
2. Knowledge of safety and security regulations, practices, and procedures.
3. Ability to operate and direct others in operating under stressful and dangerous conditions.
4. Knowledge of the tactics, techniques, and procedures necessary for preparation and response to catastrophic events, enemy attacks, and related threats to installations.
5. Ability to plan, organize, direct the functions, mentor, motivate, and appraise the staff of an organization through subordinate supervisors.
6. Ability to formulate and effectively implement special operating requirements, methods, and procedures for enforcing specialized personnel access controls and preventing unauthorized access to areas where stringent security requirements are enforced.
7. Ability to communicate both orally and in writing.

SPECIALIZED EXPERIENCE: Applicants must have 8 years within the Security Forces Career Field and hold the AFSC of 3P071 or Higher. Applicants must be a promotable TSgt or current MSgt to apply.

BRIEF JOB DESCRIPTION: Plans, organizes, and directs flight operational activities, ensuring security and law enforcement functions comply with legal/regulatory requirements and meet customer needs. Establishes, revises, or reviews policies, procedures, mission objectives, and organization design for the flights, as necessary to eliminate work problems or barriers to mission accomplishment, promote team building, implement quality improvements, or respond to concerns with regulatory compliance and/or customer requirements. Plans work for accomplishment by subordinate units, sets and adjusts short-term priorities, and prepares schedules based on consideration of difficulty of requirements and assignments such that the experience, training, and abilities of the staff are effectively utilized to meet organization and customer needs. Provides subordinate supervisors and staff with direction and advice regarding policies, procedures, and guidelines. Reviews and structures organization to optimize use of resources and maximize efficiency and effectiveness of the organization. Balances workload and provides overall direction and vision to the subordinate unit flight chiefs on a wide range of crime protection, prevention, and administrative issues. Establishes metric and analysis systems for unit management to assess efficiency, effectiveness, and compliance with regulatory procedures. Evaluates requirements for additional

resources submitted by subordinate supervisors, and balances organizational needs with overall mission requirements and resource interests. Identifies need for change in organization priorities and takes action to implement such changes. Plans and schedules work in such a manner that promotes a smooth flow and even distribution, and ensures effective use of organizational resources to achieve organizational goals and objectives as well as meet installation customer needs. Establishes review systems for the organization that ensure government needs are met and validated and that economy and quality of operations are maintained or improved. Reviews work and management technique of subordinate supervisors and is held accountable for actions taken and advice provided by staff of subordinate units. Makes decisions on work problems presented by subordinate supervisors. Directs self-assessment activities of subordinate supervisors. Reviews training recommended by subordinate supervisors to assure it is proper and promotes effective operation of the organization as a whole. Member will be considered for Flight Chief/Squad Leader supervisory duties if selected.

SELECTING OFFICIAL: SMSgt Scott M. Whitley / Security Forces Manager
